

Go to the Controller's web site <https://www.brynmawr.edu/inside/ofices-services/finance-administration/payroll> and under " Biweekly Staf " click on the link for Biweekly Staf Time



If you are eligible for holiday pay, you are normally scheduled to work on the day designated as a college holiday, and you work any hours, record a time in/out for the day. Indicate your normal scheduled hours under the earnings code of HOL.

If you are eligible for holiday pay, you are normally scheduled to work, and you do work hours, record a time in/out for the day for actual hours worked. Indicate the number of hours worked under the earnings code of HLW. The hours will move from REG TO HLW.

If you are not eligible for holiday pay or you are not normally scheduled to work on the day designated as a college holiday and you do work hours, record a time in/out for the day for 1 r ION, orma ° a of HOL.